



Horicon National Wildlife Refuge Resident Volunteer – Visitor Services

Job Title:	Resident Volunteer – Visitor Services
Employee Contact:	Erin Railsback, Visitor Services Manager, 920-387-2658 ext. 24
Overview:	Work cooperatively with Employee Contact and/or other staff in providing support for the Horicon refuge visitor services program.
Responsibilities:	<ul style="list-style-type: none">• Assist with environmental education programs• Assist with public interpretive programs and outreach events• Assist with inventory and upkeep of educational materials• Assist with visitor center operation• Assist with light maintenance of public use facilities• Conduct visitor counts/data entry• Report hours weekly to the Employee Contact• Represent the U.S. Fish and Wildlife Service in a professional manner
Special Notes:	All materials, training, and equipment will be provided by Horicon NWR. RV pad with full hook-ups provided. Program is currently “volunteer” only – no stipend provided. Opportunities to work with Complex biological program and state agencies.
Qualifications:	Willingness to work with Refuge employees and other volunteers as a team. Motivated, enthusiastic, and self-directed. Experience with operation of visitor services programs preferred.
Application Deadline:	Applications accepted year-round with deadline of November 1st, notification by November 15th (annually)
Training:	Orientation and tour, defensive driving course, other as available.
Evaluation:	Will be informal and ongoing throughout.
Commitment:	Minimum 1 month and maximum 6 month stay (May-October dates). 24 hours per week per volunteer.
Contact:	Erin Railsback, Horicon National Wildlife Refuge, 920-387-2658 x 24 or Erin_railsback@fws.gov .